

**Question & Answer Session**  
**CWNS 2008 Training: Introduction to the New CWNS Data Entry System**  
**November 13, 2007**

Q: Will documents that were electronically submitted for 2004, be added to the CWNS Portal?

*A: Yes, the documents that were submitted electronically (by e-mail or CD) for 2004 will be included in the CWNS Portal library.*

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Q: Will we be able to scan and upload documents to the library or attach to a facility?

*A: Yes, electronic documents in MS Office and .pdf formats can be uploaded into the data entry system.*

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Q: Can the additional input person in slide 18 be a contractor or only a state employee?

*A: Yes, the additional person can be a contractor. The State's CWNS Coordinator decides who has authority to submit updates for that facility or project.*

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Q: How do we gain access to the portal library?

*A: Portal library access is limited to CWNS State and Regional Coordinators and State and Regional Staff. We will create a web page for local users at [www.epa.gov/cwns](http://www.epa.gov/cwns) that provides resources for local users.*

**Instructions:**

*To establish a CWNS Portal Community account, CWNS State and Regional Coordinators and State and Regional Staff do the following:*

*1) If you are not a State or Regional CWNS Coordinator, ask your State CWNS Coordinator (if you are a State employee) or Regional CWNS Coordinator (if you are a Regional EPA employee) to send an email to [cwns@epa.gov](mailto:cwns@epa.gov) requesting that you be added to the CWNS Portal Community.*

*2) Obtain a Portal account if you're not in EPA (EPA employees automatically have Portal accounts, same logon info as Lotus Notes) -> Go to <http://portal.epa.gov>, choose "Request access to the Portal", complete the self registration page, using 'Michael Plastino' as the EPA sponsor, and choose "General Portal Access."*

*After we approve your CWNS Portal Community account, Jim Preston will add you to the CWNS Library access list, you can then directly access the CWNS Library via this link:*

<http://hawkeye.epa.gov/workspaces/filesAction.do?event=filesFolderList&workspaceUid=21097CCD272A3F72E0404386D2DD333A>

*In addition to the Library, you may be interested in exploring the Web Conferencing function in the Team Resources section, accessible via link at top of left column in main Portal page, or by this link:*

*[http://badger.epa.gov/portal/page?\\_pageid=742,1255507&\\_dad=portal&\\_schema=PORTAL](http://badger.epa.gov/portal/page?_pageid=742,1255507&_dad=portal&_schema=PORTAL).*

*When the CWNS 2008 data entry system goes live this January, it will contain direct links to the above CWNS Portal pages. We will send updates as new sections of the library are available over the next few months.*

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**Q: CWNS number: Can that be alphanumeric or just numeric? How is it generated?**

*A: The CWNS number (referred to as the A/F number in the 2004 system) must be numeric. They are assigned by each State CWNS Coordinator as they create the new facility. The first two digits must be the state's unique FIPs code, and the number must be a unique number that is not currently in use.*

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**Q: Is there a demo section we can use prior to actual use of the program?**

*A: No, there isn't currently. There are a few reasons for that. One is that the last component of the system is still being finalized, and we are in a tight schedule to deploy that at the Central Computer Facility at EPA. The second reason is that our training is focused from the kickoff meeting onwards. So, we will be finalizing our training material between now and the kickoff meeting. So, the kickoff meeting will be the first time when we comprehensively go through the system and provide training and access. For those that can't make the kickoff meeting, we will have the video training available one or two weeks after the kickoff meeting. At that point, we will also open access to the Data Entry System.*

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**Q: Can data be imported from other programs such as Excel or Access?**

*A: There is limited capability to import data from other programs. We evaluated this potential functionality as part of the long-term strategy developed in 2004-5 and with the Web Systems Subcommittee (WSS) as part of the detailed requirements. It was identified as a high priority in either review. Given the relatively lower priority and the complexity of trying to provide this function (due to the complex relational tables and rules in the CWNS system), we decided not to pursue it. That may be the logical next extension of the system, but for 2008, it has limited potential.*

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**Q: Can we begin to update the facility information currently in our states 2004 Needs Survey?**

*A: No, States can begin updating the 2004 data using the new data entry system on January 22. States cannot currently make changes to the 2004 data because the data is being migrated to the CWNS 2008 system.*

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Q: If the NPDES permit data is incorrect, is there a way in the CWNS 2008 web system to override it?

*A: Generally no. When the data is incorrect, state users are encouraged to submit updated facility information to:*

- *The state's NPDES data manager, or*
  - *For PCS states only: The EnviroFacts Error Correction Process available at: [http://oaspub.epa.gov/enviro/ets\\_grab\\_error.smart\\_form](http://oaspub.epa.gov/enviro/ets_grab_error.smart_form)*
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Q: If a facility needs changes to their information how long will it take to get the changes made, what is the expected turnaround?

*A: Mr. Plastino noted that he didn't have previous experience with that and would try to find out.*

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Q: How do we deal with the NPDES Permit number associated with the MS4 General Permit that covers multiple municipalities?

*A: That scenario applies mainly to the stormwater facilities. For these facilities, you would identify the permit in the permit section. However, you would not be able to use the permit data to populate other data areas, such as location, because this information is not included MS4 General Permits. The user would use another method to populate the location data fields for stormwater facilities.*

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Q: When this program goes 'live', what level of support will be available, for example a live help desk?

*A: Yes, we are planning to have a live help desk. There will be a few different players in the help desk. The EPA Portal provides help-desk functions for any issues with entering the portal (e.g., logging in, resetting passwords). EPA's CWNS team will assist State Coordinators, primary (other state staff) users, and secondary (local) users. EPA's contractors will be involved, as needed.*

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Q: Slide 42: When determining secondary or advanced treatment, one would use permit limits, not actual performance, correct? Example: Many secondary plants perform below 20mg/l BOD, but are still considered secondary.

*A: Yes, it is correct. Permit limits are used when determining secondary or advanced treatment.*

*In 2004, there were some exceptions. In the month of December, EPA with our contractor support team will work with State Coordinators to correct the exceptions.*

*In migrating 2004 data to the 2008 system, we have maintained each facility's secondary or advanced status, as finalized by the CWNS coordinator in 2004. We will highlight some exceptions that Tetra Tech found in its analysis. These facilities need to be revisited because the permit data is inconsistent with the identified treatment levels from 2004.*

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**Q: Will you be able to search by latitude and longitude?**

*A: The system does not have latitude/longitude searches for finding a facility/project of interest. There are several lat/long and related search functions of data that is publicly accessible, both in EnviroMapper for Water and AskWATERS.*

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**Q: Are O & M costs eligible for CWNS?**

*A: O & M (Operation and Maintenance) costs are not reported in the main body of the report to Congress. They can be entered into the system if it is beneficial for States. We can summarize the data in the Appendices of the Report to Congress (if this is of interest by the various States to enter that data).*

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**Q: If one document is to be used for multiple facilities, can it be submitted once and linked to each facility or does it have to be submitted multiple times?**

*A: It only needs to be submitted one time. The document search portlet that was displayed on the left-column of the screen allows a submitted document to be accessed again and associated with an additional facility(ies) without re-submission.*

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**Q: Will it be required to link a facility to an impaired water?**

*A: No, it is not required. Impaired waters can be used to document needs, if the documented solution is directly related to the source of impairment. In addition, the State can use this data to run reports showing all needs for a particular impaired water.*

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**Q: Are there cost curves for impaired waters?**

*A: No, we do not have cost curves that are specifically for impaired waters. We do have cost curves for several categories of needs. Cost curves are organized by needs category. There are several cost curves for secondary wastewater, advanced wastewater, and decentralized*

wastewater treatment needs. The December 18 Web Seminar will focus on the cost curves in the system.

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Q: Regarding onsite wastewater treatment system "units," how do I specify how many units are traditional technology versus non-traditional technology for cost curve purposes?

A: *In the cost curve windows, there will be different rows for each of the different cost curves. The specific data entry windows for that were not available to show in this Web Seminar.*

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Q: Regarding the Pollution Problem data area, are we able to include multiple problems by category?

A: *Yes, you can include multiple choices for each category.*

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Q: Regarding the polygons that we draw with Water Light Viewer (WLV): Will we states be able to download those polygons as a data layer for use in state-specific GIS programs?

A: *We have plans to make all the data available for download via WATERS web services at the end of the survey. The Office of Water already has this type of web service available for a variety of Office of Water data sets. We are planning to do that for the 2008 CWNS data, including the polygons.*

*To date we have not seen this request. We will have to do some investigation to determine if it is of interest for users to download these polygons on a more frequent interval as the Needs Survey progresses. There will be ability for some ad hoc state requests for polygons delineated in WLV.*

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Q: Is the data that can be imported into the 2008 survey generally the same as what could be imported into the 2004 survey?

A: *Yes. Basically, we used the same import functions of the 2004 system into the 2008 system.*

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Q: Will AskWATERS be available from the OWM web site?

A: *Yes. CWNS 2000 data in AskWATERS is currently available at <http://www.epa.gov/cwns/2000data.htm> [www.epa.gov/cwns](http://www.epa.gov/cwns). The 2004 data will be available as soon as the Report goes to Congress. The 2008 data will be available with the State-specific access through the Data Entry System until the 2008 data is finalized and the Report to Congress is submitted.*

*Ask WATERS is also available at [http://www.epa.gov/waters/tools/ask\\_waters/index.html](http://www.epa.gov/waters/tools/ask_waters/index.html).*